



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**National Qualification System
RADIOLOGICAL EMERGENCY PREPAREDNESS
PROGRAM (REPP) EXERCISE EVALUATOR
(TYPE 1)**

RADIOLOGICAL EMERGENCY PREPAREDNESS PROGRAM (REPP) EXERCISE EVALUATOR (TYPE 1)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of REPP Exercise Evaluator and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines.	E, F, I, T		
2. Complete incident- or exercise-specific evaluation training and briefings, such as the C/E briefing.	C, E, F, I, T		
3. Receive, accept, and review assignment and incident- or exercise-specific evaluation documents, such as Controller/Evaluator (C/E) Handbook and Exercise Evaluation Guides (EEG).	C, E, F, I, T		
4. Review the Exercise site, scope, organizations, roles, responsibilities, safety and security considerations, jurisdiction, and authorities: <ul style="list-style-type: none"> ● Review pertinent jurisdictional plans ● Review pertinent incident-specific plans 	E, F, I, T		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Conduct professional communications with local, state, tribal, territorial, and Federal officials.	E, F, I		
6. Prepare for and participate in all evaluation team briefings: <ul style="list-style-type: none"> ● Share information with other evaluation staff ● Receive priorities, goals, and objectives for Exercise operational period ● Communicate evaluation and data collection concerns and mitigation strategies ● Maintain high-quality briefing materials 	C, E, F, I, T		
7. Schedule and conduct evaluation briefings with assigned personnel: <ul style="list-style-type: none"> ● Inform evaluation team of start time, duration, location, and information they should provide for the briefing ● Define briefing objectives, agenda, and time expectations ● Post or distribute briefing agenda as appropriate ● Plan for documentation and recording of relevant information ● Communicate changes in evaluation strategies or objectives ● Resolve concerns and conflicts 	C, E, F, I, T		

2b. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Coordinate submission of after-action report or other evaluation reports: <ul style="list-style-type: none"> ● Ensure all material is accurate and complete ● Complete all documents within established time frames ● Comply with stakeholder agencies' documentation requirements 	C, E, F, I, T		
9. Ensure evaluation documentation is complete, according to the lead evaluator's direction: <ul style="list-style-type: none"> ● Submit Exercise narrative and/or activity log to lead evaluator ● Complete EEG and submit to lead evaluator 	C, E, F, I, T		

2c. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
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10. Develop and implement an evaluation plan: <ul style="list-style-type: none">● Identify evaluation needs and priorities● Develop staffing plan and evaluation assignments to adequately collect observations and data● Develop evaluation training specific to the Exercise● Schedule evaluation team briefings, as necessary● Schedule hot wash	C, E, F, I, T		
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3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frames.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Ensure that all evaluation work completed is consistent with current policies and best practices.	C, E, F, I, T		
12. Help the lead evaluator initiate and maintain evaluation tools, including: <ul style="list-style-type: none"> • EEG • C/E Handbooks • Master Scenario Events List (MSEL) 	C, E, F, I, T		
13. Make appropriate conclusions based on analyzed and validated information: <ul style="list-style-type: none"> • Adjust in response to new information, changing conditions, or unexpected obstacles • Perform root-cause analysis of evaluation material 	C, E, F, I, T		
14. Support safety and security monitoring and reporting, as necessary.	C, E, F, I, T		
15. Working with the lead evaluator, serve as the technical expert for evaluation tasks: <ul style="list-style-type: none"> • Provide evaluation support, equipment, and personnel, as necessary • Provide operational and technical information on objectives and critical tasks 	C, E, F, I, T		

3b. Behavior: Oversee and support the actions of Type 2 and Type 3 Exercise Evaluators

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
16. Provide technical information and training on evaluation activities: <ul style="list-style-type: none"> • Observation and data recording • Creating and using EEG • Performing root-cause analysis • Writing after-action reports • Improvement planning 	C, E, F, I, T		
17. Supervise team as it observes and records data, identifying Exercise strengths and weaknesses associated with: <ul style="list-style-type: none"> • Best practices • Lessons learned • Training • Equipment • Policies and procedures 	C, E, F, I, T		

4. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Exhibit principles of duty, respect, and integrity: <ul style="list-style-type: none"> • Be proficient in the job, both technically and as a leader • Make sound and timely decisions • Supervise staff to ensure they understand and can accomplish their duties and tasks • Train and mentor staff • Keep assigned personnel informed 	E, F, I, T		

4b. Behavior: Establish work assignments and performance expectations, monitor performance and provide feedback

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
19. Communicate responsibilities and expectations, informing Exercise data collectors and evaluators of assignments, tasks, and required products: <ul style="list-style-type: none"> • Before the Exercise • During the Exercise • After the Exercise 	E, F, I, T		
20. Monitor Exercise data collectors' and evaluators' activities; provide feedback to maximize individual and collective capabilities.	E, F, I, T		

4c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
21. Demonstrate knowledge of and comply with relevant health and safety requirements: <ul style="list-style-type: none"> • Ensure compliance with health and safety considerations and guidelines • Coordinate with the Safety Officer to ensure that assigned personnel follow safety guidelines 	E, F, I, T		
22. Evaluate mental and physical fatigue of assigned personnel: <ul style="list-style-type: none"> • Ensure adequate rest is provided to section personnel 	E, F, I, T		
23. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk: <ul style="list-style-type: none"> • Adjust operations in response to hazards, weather and other relevant events 	E, F, I, T		

4d. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
24. Coordinate the development of evaluation documents, such as the EEG, the C/E Handbook, and the after-action report: <ul style="list-style-type: none"> ● Confirm that Exercise data collectors and evaluators complete appropriate documentation and input ● Coordinate distribution of draft documentation and adjudication of feedback 	E, F, J, T		
25. Lead evaluation planning efforts, coordinating the development of the evaluation plan: <ul style="list-style-type: none"> ● Provide evaluation planning information during coordination meetings ● Confirm evaluation timeline, coordinating achievement of timeline milestones 	E, F, I, T		
26. Monitor evaluation progress and assign/reassign personnel to ensure progress toward objectives based on the evaluation plan and timeline: <ul style="list-style-type: none"> ● Regularly brief and debrief with assigned personnel ● Provide evaluation execution information during coordination meetings 	E, F, I, T		